

**MOUNTAIN HEIGHTS ACADEMY  
BOARD OF TRUSTEES  
ANNUAL MEETING MINUTES**

9067 S. 1300 W. #204; West Jordan, UT 84088

**Thursday, May 26, 2016**



**ATTENDANCE**

**Board Meeting called to order at 11:13 AM by Kelley Parkin.**

**In Attendance:** Kelley Parkin, Gwendolyn Smith, David Wiley, Bart Barker, Jill Newell (phone), Gavin Hutchinson

**Others in Attendance:** DeLaina Tonks, Emily Anderson, Steve Davis, Brad Taylor, Kara Finley

**CLOSED SESSION TO DISCUSS PERSONNEL**

David Wiley made a motion to enter a Closed Session to discuss the character, professional competence, or physical or mental health of an individual; Bart Barker seconded. Motion passed unanimously, the votes were as follows:

Kelley Parkin – AYE

Gwendolyn Smith – AYE

David Wiley – AYE

Bart Barker – AYE

Gavin Hutchinson – AYE

Entered Closed Session at 11:14 AM.

DeLaina Tonks and Emily Anderson were absent from 11:14 AM to 11:55 AM.

Gwendolyn Smith made a motion to adjourn the Closed Session; Bart Barker seconded. Motion passed unanimously, the votes were as follows:

Kelley Parkin – AYE

Gwendolyn Smith – AYE

David Wiley – AYE

Bart Barker – AYE

Gavin Hutchinson – AYE

Adjourned Closed Session at 11:55 AM.

**VOTING ITEMS**

**Director Employment Agreement and Compensation, Director Evaluation Tool, and Performance Pay Plan**

Bart Barker made a motion to approve the Governance Committee to execute the Director Employment Agreement and Compensation and the Director Evaluation Tool and Performance Pay Plan as discussed in Closed Session; David Wiley seconded. Motion passed unanimously.

Brad Taylor and Jill Newell (phone) joined at 12:01 PM.

**BOARD SELF-EVALUATION PROJECT PRESENTATION**

Jill Newell presented on Board and Board Member Self-Evaluation and the ability to progress through self-reflection. The successes of the school include students excelling, the school working towards its mission, regular Board Meetings, and camaraderie. The goals of the Board Self-Assessment are to identify strengths and weaknesses and reaffirm commitment.

## CONSENT ITEMS

### **March 11, 2016 Board Meeting Minutes**

Gavin Hutchinson made a motion to approve the March 11, 2016 Board Meeting Minutes; Bart Barker seconded. Motion passed unanimously.

### **Budget Officer, Audit Committee, and New Hires**

Gavin Hutchinson made a motion to approve the consent items including the Director as the Budget Officer, Bart Barker and Gavin Hutchinson as the Audit Committee, and the New Hires (Becky Ball, Kristine Dinsdale, Megann Bench, Mindy Bradbury, Sandy Wall, and Sherri Einfeldt); Gwendolyn Smith seconded. Motion passed unanimously.

## VOTING ITEMS

### **Board Members, Terms, and Elected Officers**

Bart Barker made a motion to renew Kelley Parkin for an additional three-year term and have Board Members and Elected Officers remain as constituted; David Wiley seconded. Motion passed unanimously.

### **2015-2016 Budget**

Bart Barker reviewed the amended budget and the percentages spent.

Gavin Hutchinson made a motion to approve the final amended FY 2015-2016 Budget; Bart Barker seconded. Motion passed unanimously.

### **2016-2017 Budget**

The updates to next years budget were presented and includes the staff salaries and updated school expenses. The new programs that will be implemented next year include tutoring to help students 24/7 and on-site professional development.

Gavin Hutchinson made a motion to approve the 2016-2017 Budget; David Wiley seconded. Motion passed unanimously.

### **Audit Engagement Letters**

The audit engagement letters and procedures were reviewed in accordance with state requirements.

Gavin Hutchinson made a motion to approve the signing of the Audit Engagement Letters with Eide Bailly; Bart Barker seconded. Motion passed unanimously.

### **Professional Development Plan**

DeLaina Tonks showed the proposal for professional development for the 2016-2017 school year and the strategies that will be used to help teachers and the Action Collab Training available to faculty members.

David Wiley made a motion to approve the Professional Development Plan and costs; Gwendolyn Smith seconded. Motion passed unanimously.

### **UAPCS & UCN Membership**

DeLaina Tonks noted that the school has been a member of both charter associations and would like to continue to be members of both for another year.

Gavin Hutchinson made a motion to approve the UAPCS & UCN Membership and Fees; Gwendolyn Smith seconded. Motion passed unanimously.

### **UEN MOU & E-Rate**

The services that UEN is now providing is a good option for the school and the school would like to move forward

with the MOU and E-Rate.

Gwendolyn Smith made a motion to approve the UEN Memorandum of Understanding & E-Rate; David Wiley seconded. Motion passed unanimously.

### **FEV Tutoring**

The benefits of FEV Tutoring were discussed and the ability for them to provide 24/7 access to tutoring for students as a second option to the school faculty. All the tutors are certified teachers and have levels of expertise. DeLaina Tonks will confirm the student access levels prior to entering the agreement.

Gavin Hutchinson made a motion to approve the FEV Tutoring costs and authorize DeLaina Tonks to negotiate the agreement; Bart Barker seconded. Motion passed unanimously.

### **Renaissance Learning**

Renaissance Learning provides assessments for STAR Reading and Math. The data is used to longitudinally track student progress and growth.

Gwendolyn Smith made a motion to approve the Renaissance Learning renewal and costs; David Wiley seconded. Motion passed unanimously.

### **Background Check Policy**

The changes to the requirements for background checks were considered.

Gwendolyn Smith made a motion to approve the revised Background Check Policy; David Wiley seconded. Motion passed unanimously.

### **A Plus Service Agreement**

The school would like to continue using the A-Plus Professional Employer Services.

Gavin Hutchinson made a motion to approve the A Plus Service Agreement; Gwendolyn Smith seconded. Motion passed unanimously.

## **DISCUSSION ITEMS**

### **Open Meetings Act Training**

Kara Finley reviewed the Open Meeting Act training, the purposes for the act, the reasons for holding closed sessions, and making sure that all business of the Board is public and transparent.

## **REPORTS**

### **Director Report**

DeLaina Tonks reviewed the state of the school including graduation, marketing materials, and SAGE preliminary results. The anticipated graduation rate was discussed and the difference between how the state tracks graduation. The You Are Awesome campaign was well received and produced great results. Enrollment is growing and students will be accepted quarterly and the funding basis of ADM was assessed. Teachers have been nominated for Platinum USDLA and UAPCS Teacher of the Year. The school created a PTO bank to help others. The student progress for Lakeview Academy was presented and next year the home will be converted to help male youth.

## **PUBLIC COMMENT**

No public comments were made.

## **CALENDAR ITEMS**

Gala June 2, 2016 at 7:00 PM at SLCC Miller Campus

Graduation June 3, 2016 at 2:00 PM at Abravanel Hall

Board Retreat August 19, 2016 at 12:00 PM

2016-2017 Board Meeting Calendar

## ADJOURN

Gavin Hutchinson made a motion to adjourn the Board Meeting; David Wiley seconded. Motion passed unanimously.

Board Meeting adjourned at 1:20 PM.

**MOUNTAIN HEIGHTS ACADEMY  
BOARD OF TRUSTEES  
CLOSED SESSION**

9067 S. 1300 W. #303; West Jordan, UT 84088

**Thursday, May 26, 2016**

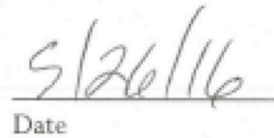


**AFFIDAVIT**

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**This Closed Session was held to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a).**

  
Kelley Parkin, Chair

  
Date